



Job Description – Intern, Human Resources

Department: Human Resources

Reports to: Recruitment Manager

Position Summary

The Intern will mainly provide support to the talent team in recruitment process implementation, including but not limited to job posting, resume screening, interview coordination, social media (i.e. wechat account) management and etc. Occasionally this intern will also help with other teams on projects if needed.

Responsibilities

- Independently manage the internship program, including hiring, on-boarding/off-boarding process execution, maintenance of the intern database and tracking sheet, arrangement of intern files, communication with various departments on internship policies and guidelines and etc.;
- Help with job posting and interview arrangement for full-time position recruitment;
- Take care of the recruitment social media accounts including content design, production and publishing;
- Be responsible for other tasks assigned by the supervisor, or allocated by other functional teams.

Required Qualifications

- College students, with certain work experience in human resources highly preferred;
- A positive attitude towards work with great attention to details;
- Ability to work independently, while knowing how to ask for help when needed;
- High proficiency in both written and spoken English and Chinese;
- Comprehensive knowledge of Microsoft Office applications
- Acquaintance with software for picture/video editing/designing is highly preferred;
- Attendance requirement: 3-5 days a week for at least 3 months